

Service Level Agreement

Between

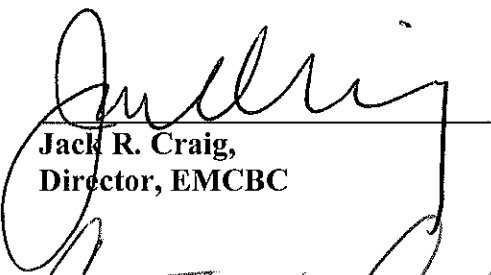
The Environmental Management Consolidated Business Center (EMCBC)

And

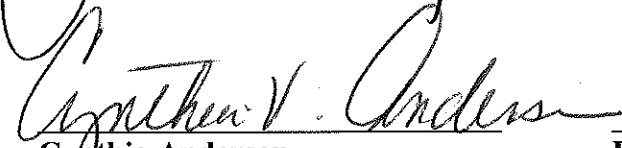
Office of Site Support and Small Projects

The attached document provides the roles and responsibilities, authorities, and working relationships between the EMCBC and the Office of Site Support and Small Projects. This Service Level Agreement shall remain in effect until such time as it is amended by the EMCBC Director and the Office of Site Support and Small Projects Director.

Approved:


**Jack R. Craig,
Director, EMCBC**

7/27/06
Date


**Cynthia Anderson,
Director, Office of Site Support and
Small Projects**

7/29/06
Date

**The Service Agreement
Between
Environmental Management Consolidated Business Center
And
Office of Site Support and Small Projects**

Introduction

The Assistant Secretary for Environmental Management, Department of Energy (DOE/EM), is responsible for the safe, efficient and effective clean-up, stabilization and remediation of nuclear and hazardous waste materials and contamination resulting from Cold War production activities. Activities related to this mission are conducted at many locations around the nation and are typically staffed with federal and contractor personnel that possess technical, business, logistic, and administrative expertise.

DOE/EM's Office of Site Support and Small Projects was formed to centrally manage the Small Sites identified in the matrix at the end of this service level agreement. As one of several business support improvement initiatives, EM has consolidated business and support functions for all small sites into a Consolidated Business Center (CBC). The EMCBC's mission is to provide centralized business support services while freeing Project resources to focus on accelerating the closure mission and other EM projects.

Through this consolidation, EM will:

- (i) provide continuous, stable business support services to the EM Small Sites' Projects,
- (ii) provide opportunities for job enrichment and progression,
- (iii) achieve economies of scale through standardization and streamlined operations and,
- (iv) permit EM to better utilize its scarce resources for front-line cleanup activities.

EMCBC Operational Strategy

The EM Small Sites face a significant challenge in providing stable and responsive business support services to its Projects in a challenging acquisition environment. These business support services must be available to achieve major project schedule milestones through closure or project completion. The Small Sites face challenges by their limited of FTE employees assigned. The CBC strategy is to support Small Sites by consolidating all business support into one location and assuring continuity of essential services needed by the Small Sites Project Office and Federal Project Directors to execute their missions and to execute post-closure transition requirements.

The EMCBC will provide business support services to the Small Sites using a strategic model similar to that used by other DOE field offices. Under this model, Small Sites offices will continue to have mission responsibility for the project sites, but with the EMCBC holding the business authorities and providing all business services, thereby facilitating Small Sites offices to

focus their limited resources totally on technical management and oversight mission support requirements. Attributes of this operational model include the following:

- Stable business support for a variety of customers with differing project mission requirements and differing business support priorities
- Combined use of federal employees and support service contractors (as required) to support customers
- Optimization of FTEs between the EMCBC and Small Sites Offices
- Ability to expand EMCBC operations to accommodate additional business or technical support services provided to its client sites
- A travel budget to support planned and unscheduled client site visit requirements

The EMCBC will establish itself as an effective liaison between DOE headquarters offices and the Small Sites, with continual coordination with the DOE/EM Small Sites Office in the performance of this liaison function, supporting the needs of DOE headquarters offices and the Small Sites, but always representing the Small Site clients' interests and serving as their advocate. Wherever possible, the EMCBC should accomplish headquarters' taskings on behalf of Small Site clients, especially when it comes to routine documentation or reporting requirements. Assuming responsibility for these routine taskings will help reduce a potentially significant and time-consuming workload accomplished by the Small site today. To improve customer support and realize operational cost objectives, the EMCBC will develop standardized functional processes, procedures and policies whenever it makes sense.

Consolidation Approach

The creation of the EMCBC has consolidated the EM business support responsibility from the Small sites to the EMCBC. Business support functions to be assumed include:

- Human Resources Management
- Contracting/Procurement
- Financial Management
- Information Resource Management (often referred to as "IT")
- Legal Services
- Logistics Management
 - Records Management
 - Office of Legacy Management (LM) transition
- EEO/Diversity
- Technical Services (the "Closure Cadre" primarily)

Business Services Consolidation (BSC) Process

Overall BSC responsibility will reside with the EMCBC Director. The Director will delegate responsibility for the BSC process to the EMCBC Assistant Directors. The Assistant Directors (or other EMCBC employee delegated this responsibility by the EMCBC Director) will serve as the EMCBC site BSC liaisons to provide a single focal point at the EMCBC dedicated to the smooth transition activities for the business services within their functional responsibility areas. The assistant directors, or delegated individuals, will have four primary responsibilities.

- Activating their function within the EMCBC
- Ensuring that the relocation of their particular function from all designated sites to the EMCBC is accomplished
- Ensuring that all BSC actions for the Small sites are accomplished in a timely manner to avoid adverse impact to the site's primary mission responsibilities
- Concurrently performing support services to clients already relying on the EMCBC

Human Resources

The EMCBC, Office of Human Resources (OHR), will provide Human Resources Management (HRM) services, including: position management and classification, recruitment and placement, employee and labor relations, awards and recognition, benefits administration, and personnel action processing and reporting. The Office of Site Support and Small Projects holds primary authority and may delegate site managers to make determinations with respect to staffing level requirements, development and application of performance standards, employee awards within the appropriate award pool, training requirements and requests/recommendations for personnel actions. Each Small Site will have a designated point of contact, who will coordinate with the EMCBC OHR staff in accomplishing HRM services. The EMCBC Director maintains appointing authority, which is accomplished by the EMCBC OHR. The Office of Site Support and Small Projects will have authority to fill all positions approved through the EM HQ hiring controls board and the EMCBC will support the recruitment and placement of competent, technically qualified individuals into those positions. Human Resource Development and training services will be provided by the Enterprise Training Services (ETS). All other Small Sites actions, which require EMCBC processing, will be serviced by the EMCBC and be consistent with EM HQ human capital policies and procedures.

Contracting/Procurement

The EMCBC, Office of Contracting, will provide contracting/procurement support services for its clients through contracting personnel located at the EMCBC (exception – West Valley has an EM Contracting Officer on site). The EMCBC Office of Contracting will consolidate and streamline common contracting support activities of its clients to maximize utilization of resources whenever possible.

The mission of the Office of Contracting is to acquire, manage, and direct the procurement of supplies and services required to support the EMCBC client sites. The Assistant Director, Office of Contracting will act as a business advisor to the EMCBC Director and ensure a high level of support is provided to its clients by the EMCBC contracting staff. The Assistant Director will accomplish the mission with a dedicated and professional staff of contracting specialists. Contracting functions to be consolidated into the EMCBC will include the following: The Office of Contracting consists of three teams:

- Contracting Policies and Procedures Administration
- Contract Award and Administration Functions
- Contractor Human Resources Management Function

The EMCBC Director will assume Head of Contracting Activity (HCA) authority for the Small Sites. The HCA will be responsible for the overall management of the all Small Site contracting activities. Although not all inclusive, some of these responsibilities delegated to the HCA may be as follows:

- Acquisition
 - Approve, enter into (award/execute), administer, modify, close out, terminate and take such other actions as may be necessary and appropriate with respect to any contractual arrangement (including interagency and other funds-out agreements), committing the DOE to the obligation and expenditure of public funds.
 - Concur with Small Site Office Manager Fee Determination or Disbursements (Award and Incentive).
 - Ensure compliance with all applicable laws, statutes, regulations, and directives.
 - Designate Competition Advocates
- Assistance
 - Approve, enter into (award), administer, modify, close out, terminate, and take such other actions as may be necessary and appropriate regarding financial assistance and financial incentive instruments, including but not limited to grants, cooperative agreements, loan guarantees, price support and guaranteed market agreements, committing the Department to the obligation and expenditure of public funds.
- Sales
 - Approve, enter into, and take such other actions as may be necessary and appropriate, with respect to agreements committing the Department to the sale of products and other services, including funds-in interagency agreements and other agreements providing reimbursable work for others.
- Property
 - Manage and dispose, consistent with applicable laws, regulations, policies and procedures, all personal property held by DOE for official use by Departmental employees, contractors, and recipients.
- Contractor Human Relations
 - Approve pension plan changes for client contractors and negotiate/resolve any pension issues that arise
 - Approve and/or secure HQ approval for Workforce Transition actions

- Approve Contractor Human Relations Policies
- Convene Labor Standards Boards and make Labor Standards Determinations for client sites
- Perform other CHR duties as required
- Contracting Officers
 - Appoint and approve warrant levels for Contracting Officers for acquisition, assistance, and sales actions.
- Contracting Officer Representatives
 - Approve CORs as requested by Federal Project Directors

The Policies and Administrative Support Team will perform all those activities related to developing and maintaining plans, policies, and procedures applicable to the procurement and acquisition management process. It will provide operating procedures and guidelines related to the procurement and administrative management of the client sites and the EMCBC to ensure EMCBC procurement actions comply with Federal, DOE Headquarters MA and DOE Headquarters EM regulatory and policy requirements and support the establishment of an EMCBC and client site performance measurement system. Additionally, the team will administer the Minority and Small Disadvantaged Business Programs, document Contracting Officer Warrants and Contracting Officers' Representative appointments, and manage the Acquisition Career Development Program in accordance with DOE Order 361.1

The Contract Award and Administration Team will direct, plan, and execute Small Site procurement support activities to include award, administration, incentive and award fee determination and closeout. The Contract Award and Administration Team will be responsible for daily management and maintenance of the Procurement Assistance Data System (PADS) database and input into the performance measurement system supporting the President's Management Agenda.

The Contractor Human Resources Management (CHRM) Team will manage the entire realm of contractor human resources issues with the Small Site Prime contractors. These issues include actuarial assessment of contractor pension, medical and other post-retirement benefit programs, contractor employee welfare programs, contractor training, contractor workforce transition programs and contractor labor issues in accordance with DOE Order 351.1. The team will have an active partnering relationship with the Contract Award and Administration Team throughout the entire contracting process from solicitation to negotiation to award, administration and closeout.

The EMCBC will assume HCA for the Small Sites for EM Projects.

Financial Management

Financial Management Services is a multiple-function, multiple-site process. A focus of the EMCBC effort is to reduce the cost of financial management and better support to the Small Sites by streamlining inefficient processes and/or consolidating these activities. The Financial Management Services will use a combination of EMCBC-based and Client-site based personnel

to provide support to the client sites and the EMCBC. The following teams will employ primarily Center-based personnel:

- Planning and Budget Team
- Financial/Accounting Services Team
- Internal Review Team

The mission of financial management within the EMCBC is to serve as the focal point for its DOE/EM small site clients on financial matters by providing direction, planning, and oversight for financial policy and procedures, financial reporting, the management control program, accounting systems, and audit liaison and follow-up.

The Planning and Budget (P&B) Team will manage, integrate and coordinate budget formulation, presentation, and execution. Specifically, it will direct the formulation, execution, analysis, and preparation of all customers' budget submission materials; provide administrative control of funds; develop and maintain budget planning activities and budget controls; and interface with the DOE Chief Financial Officer (CFO), as well as support the DOE CFO interface with Office of Management and Budget (OMB) and congressional committees on appropriations and other budget-related matters. The P&B Team will also periodically report the status of financial resources and results of operations, and will develop reports to support internal and external requirements regarding the financial activity and the integrity of fiscal operations. Additionally, the team will support budget development, and presentation strategy and materials in cooperation with other programs and field offices for submitting DOE/EM's annual budget submission to Congress. Further, the planning team will be expanded to provide life-cycle planning support, as well as project management and execution support, to designated project offices.

The Financial/Accounting Services Team will function under the auspices of the Energy Finance and Accounting Service Center (EFASC) pursuant to the outcome of the Financial Services Competitive Sourcing Study performance decision announced in January 2004. Pursuant to HQ direction, these employees will be EMCBC employees under the general supervision of the Director, Financial Management Services, but will also take technical guidance from the Director, EFASC. This Team will ensure that financial data is recorded accurately and on time in accordance with applicable accounting principles and standards, and that financial reports are accurate, timely, and reliable.

Specifically, the team will establish and provide advice on financial policies and general procedural requirements for Federal accounting and reporting. Additionally, the team will direct accounting and consolidated financial reporting, including environmental liability reporting, with emphasis on contributing to the issuance of financial statements that receive an unqualified audit opinion, as well as provide accounting services for supported sites, including payroll services, travel reimbursement, case management, and contractor oversight. Further, the team will provide key support in analyzing accounting and financial issues, and recommending and/or implementing appropriate resolutions.

The Internal Review Team will promote the effective, efficient, and economical operation of its customers' programs and operations through contractor reviews, audit liaison activities, and management control assessments. Specifically, the team will be responsible for liaison activities with both internal and external audit/review organizations such as the General Accounting Office (GAO), the Defense Contract Audit Agency (DCAA), and DOE Inspector General. It will also provide assistance and meaningful financial analysis information to senior managers, program, and site entities. The team will provide oversight through objective financial analysis and management reviews, developing and tracking financial performance measures, and administering the Management Control Program. Through contractor reviews, the team will ensure appropriate performance measures/metrics are incorporated into contracts. The team will coordinate the annual Federal Managers' Financial Integrity Act (FMFIA) review, and support the "Whistleblower" Program.

The EMCBC will assume Allottee Holder responsibilities and authorities for the Small Sites by 1 Oct 2006.

Information Resource Management (IRM)

The February 21, 2003 policy memorandum, "Fiscal Year 2003 Headquarters' Information Technology Procurement," provides the guidance that the DOE Chief Information Officer (CIO) will consolidate common information technology (IT) services and establish a common operating environment across DOE, to "improve information resources management, simplify processes, unify information flow across the Department's business lines, improve the Department's cyber security posture and ensure that IT is prudently introduced and managed to increase efficiency." The IRM organizational structure and staffing strategy is written to take maximum advantage of the DOE Extended Common Integrated Technology Environment (eXCITE) capabilities. The IRM plan assumes that eXCITE is available "from the start" for CBC implementation. IRM is not a CBC "business function" as much as it is the enabler for consolidating the business support functions and the means of integrating the appropriate DOE/EM activities via information sharing and systems interoperability.

The Office of IRM is responsible for policy, procedures, orders and implementation guidance for activities related to information systems; for providing IT support for the EMCBC; and for assisting the Small sites in oversight of the IT-related activities. Additionally, IRM provides leadership for telecommunications, radio, telephone, and video conferencing services, and for unclassified computer security for all Small sites. This also includes planning, directing, coordinating and controlling the overall EMCBC information resources strategic planning processes, including the analysis of EMCBC internal information resources activities related to capital and operating budgets for supported sites. The services provided include: cyber security, hardware and software maintenance and support, telecommunications support, help desk, training, field site support, application development/maintenance support, and systems and work flow support.

The EMCBC Information and Resource Management organization will coordinate all aspects of DOE Information Management with the Small Sites Information Management staff. The Assistant Director for Information and Resource Management will serve as the point of contact for these activities.

Logistics Management

The EMCBC, Office of Logistics, consists of four programmatic Teams:

Personal Property Management
Real Property Management
Transportation Management
Records Management and Legacy Management Interface

Personal Property Management:

The EMCBC Personal Property Team will support and assist the Small Sites offices with the management of personal property including receipt, inspection, storage, maintenance/repair, inventory management, disposal, transportation, and/or fleet management. The procurement of personal property is specifically excluded from the EMCBC logistics definition since it is accomplished by the contracting function within DOE.

The EMCBC Personal Property Team is responsible for assisting as requested in the conduct of required and for-cause physical inventories of personal property under the management and control of the Small Sites. The EMCBC will support the property accountability of personal property assets in the possession of Small Sites in accordance with the Federal Property Management Regulations.

The procurement of personal property is specifically excluded from the EMCBC logistics definition as this function is performed by the Office of Contracting.

Real Property Team:

The EMCBC Real Property Team will perform Real Estate acquisitions and other life cycle management activities of real property by a certified realty specialist. Real Property management activities include acquisition, management, utilization, accounting, reporting and disposal of real property. Real estate actions must be reviewed and approved by a DOE Certified Realty Specialist (CRS) before executing the action. The Real Estate team will provide CRS support for all real estate management functions identified above on an as required or requested basis.

Transportation Team:

The EMCBC Transportation Team will provide requested support services to the Small Sites related to the movement of personnel and material and the management of the DOE-owned/leased vehicle fleet used to accomplish this (including those DOE-owned/leased vehicles in the physical possession of contractors).

The EMCBC Transportation Team will also provide requested support and assistance with security, emergency management and DOE oversight activities in support of transportation of hazardous materials and waste from the Small Sites. However, the oversight and management of hazardous and radioactive waste transportation associated with the closure mission will remain with the Small Sites. The support and assistance includes personnel resources with subject matter expertise for Quality Assurance, Transportation Management, Emergency Management and Security Management. Examples of the assistance and support include security, emergency and transportation plan and procedure reviews, transportation planning public outreach, transportation compliance reviews, training drill and exercise evaluation, security survey support and accident investigation support.

The EMCBC Office of Logistics Transportation Team will not manage Small Site Programs, and will only provide assistance and support to the Project Director/Site Manager as requested.

Records Management and LM Interface Team:

The EMCBC Records Management & LM Interface Team will provide training to the Small Sites' staff (i.e., DOE personnel and DOE support service contractor personnel) on all life-cycle phases of records management, including records scheduling and disposition. Space permitting, the EMCBC will also provide this training to DOE prime contractor staff at the Small Sites' projects. The Records Management & LM Interface Team will provide records management expertise and consulting services to the Federal Project Director. The DOE and the DOE prime contractor organization(s) at the Small Sites are responsible for implementing all applicable DOE records management requirements for active and inactive records associated with the site. These requirements include: DOE Order 243.1 dtd 2/3/06 (Records Management Program), DOE Order 243.2 dtd 2/2/06 (Vital Records), DOE Order 200.1 dtd 9/30/96 (Information Management Program), and the applicable sections of various DOE Orders and/or Manuals for the Safeguards & Security Program (i.e., the "470" series of Orders/Manuals) which prescribe requirements for the use, protection, storage, reproduction and destruction requirements for Official Use Only (OUO), Unclassified Controlled Nuclear Information (UCNI), and Classified records material. The DOE and all DOE contractors at the OPO corporate office and/or the project site(s) that comprise the OPO are also strongly encouraged to follow guidance provided in DOE Guide 1324.5B dtd 7/19/96 (Records Maintenance and Disposition), and any guidance that may subsequently be issued by the DOE Office of the Chief Information Officer (CIO), the DOE Environmental Management (EM) Program Records Official, and/or the Records Management Field Officer (RMFO) at the EMCBC. The EMCBC Records Management & LM Interface Team will assist all appointed Small Site Records Liaisons (i.e., a DOE staff member located at the Small Sites office) in all records matters, including the processing of any requests for records (e.g., in response to legal discovery, Freedom of Information Act request) and/or the scheduling

and disposition of site records. All onsite Small Sites Records Liaisons (with assistance from the RMFO, if requested) are responsible for directly interfacing with the DOE prime contractor(s) on all records matters, including the processing of any requests for records and/or the scheduling and disposition of site records. The RMFO and all designated Small Sites Records Liaisons will work together as a team to successfully implement all requirements of a life-cycle records management program at the Small Sites offices.

At the appropriate time (typically, three years before a site's programmatic transfer from EM to LM), the EMCBC Records Management & LM Interface Team will begin assisting the Small Sites and the Federal Project Director at the project site with implementation of all requirements governing the transition of post-closure continuing Federal functions from EM to LM (e.g., records management, long-term environmental surveillance, maintenance of engineered and/or institutional controls). These requirements include: EM-1/LM-1 joint memorandum dtd 2/15/05 entitled "Development of Site Transition Plan, Use of the Site Transition Framework, and Terms & Conditions for Site Transition;" EM-1/LM-1 joint memorandum dtd 6/16/04 entitled "Transition of Sites from Environmental Management;" EM-1 memorandum dtd 2/12/03 entitled "Definition of Environmental Management Completion;" and EM-1 memorandum dtd 6/10/03 entitled "Transition of Long-Term Response Action Management Requirements." The Records Management & LM Interface Team will assist the Small Sites in developing a Site Transition Plan and a Records Management Transition Plan for the Small Sites. The Records Management & LM Interface Team will also facilitate site transition planning discussions between the Small Sites, the Federal Project Director at project site, and other organizational elements within the EMCBC (e.g., the EMCBC Office of Financial Management is responsible for budget formulation and project management activities, including preparation of the Critical Decision-4 package).

Legal Services

The Director, Legal Services (Chief Counsel) will function as a member of the EMCBC staff under the general management of the EMCBC Director. Its mission will be both internal and external. Externally, the Office of Legal Services (OLS) will function as legal counsel to the Small Sites, providing legal representation, attorney and paralegal support as required, to address legal matters as they arise from their operational and programmatic activities. OLS will also provide support for the Small Sites in the execution of their responsibilities in the areas of FOIA, EEOICPA, and Privacy Act. On behalf of Small Sites, OLS will coordinate with counsels from other Department of Energy offices, Federal agencies, state agencies, contractors, private sector and opposing parties. Internally, the OLS will provide legal advice and guidance to the EMCBC Director and the staff.

EEO/Diversity

The EEO/Diversity organization will report directly to the EMCBC Director. This organization will develop EEO/Diversity policy for the EMCBC and customer sites, provide advice to EMCBC staff and customer sites in the EEO/Diversity area, and serve as the ombudsman for the EMCBC and the Small sites. This office will also serve as the point of contact for providing EEO counseling and processing Small Sites' EEO complaints, administering an Employee Concerns Program (ECP); providing oversight of Small Sites' contractors EEO and diversity programs in accordance with DOE contract guidance (i.e., DEAR, FAR, etc.); coordinating education outreach activities and programs; preparing quarterly/annual EEO and ECP reports; coordinating special emphasis programs; administering student internship programs; and coordinating Secretarial Diversity Initiatives. Each Small Site will have a designated point of contact, who will coordinate with the EMCBC's Office of Civil Rights and Diversity staff in accomplishing EEO, diversity, and ECP services.

Technical Services

The Assistant Director for Technical Services will primarily serve as the supervisor to the EM Cadre staff and report to the EMCBC Director. The EM Cadre staff (25 total individuals) are currently assigned to designated projects throughout EM and are using their specific closure knowledge and experience to support the completion of EM mission requirements. Once their work is completed at the currently designated projects they will be redeployed to other EM critical needs. The EMCBC will serve as the home office to these technical resources and will work with EM management at HQ and in the Small sites to assure that they are working in areas that most benefit the EM complex. These staff members may be reassigned to projects for long periods of time or may be deployed for short durations depending on the needs of the project that requires the technical support.

Public Outreach/Intergovernmental Relations

The Special Assistant for Public Outreach and Intergovernmental Relations will function as a member of the EMCBC staff under the direction of the EMCBC Director, providing public information and intergovernmental relations support as needed to the Small Sites (as identified on the EMCBC Roles at Small Sites attachment to this SLA). Services available upon request of the Project Director include press and stakeholder relations program coordination with US DOE's Office of Public Affairs (PA), Congressional and Intergovernmental Affairs (CI) and EM-1; web page development and maintenance; local, state and national level intergovernmental relations assistance; and additional editorial and graphics assistance.

EMCBC ROLES AT SMALL SITES

	Brookhaven National Laboratory (BNL)	Grand Junction MOAB	Inhalation Toxicology Laboratory (ITL)	Separation Process Research Unit (SPRU)	Oakland Sites		West Valley Demonstration Project (WVDP)
					ETEC	SLAC	
CONTRACTS							
POLICY SUPPORT							
Local Procedures	A/R	HCA	A/R	HCA	HCA	A/R	HCA
Small Business Program	A/R	HCA	A/R	HCA	HCA	A/R	HCA
Cost and Price Analysis	A/R	HCA	A/R	HCA	HCA	A/R	HCA
Contract Review and Approval	A/R	HCA	A/R	HCA	HCA	A/R	HCA
System Development and Support	A/R	HCA	A/R	HCA	HCA	A/R	HCA
Data Collection and HQ Interface	A/R	HCA	A/R	HCA	HCA	A/R	HCA
Acquisition Career Development Program Administration	A/R	HCA	A/R	HCA	HCA	A/R	HCA
CO Warrant Program and COR Program	A/R	HCA	A/R	HCA	HCA	A/R	HCA
Designate Competition Advocate	A/R	HCA	A/R	HCA	HCA	A/R	HCA
CONTRACT AWARD AND ADMINISTRATION							
Acquisition Planning	A/R	HCA	A/R	HCA	HCA	A/R	HCA
Solicitation Issuance	A/R	HCA	A/R	HCA	HCA	A/R	HCA
Contract Award	A/R	HCA	A/R	HCA	HCA	A/R	HCA
Contract Administration	A/R	HCA	A/R	HCA	HCA	A/R	HCA
Contract Closeout	A/R	HCA	A/R	HCA	HCA	A/R	HCA
Incentive and Award Fee Determination	A/R	HCA	A/R	HCA	HCA	A/R	HCA
Contract Data System Maintenance/Input	A/R	HCA	A/R	HCA	HCA	A/R	HCA
CONTRACTOR HR MANAGEMENT							
Labor Standards Determinations	A/R	HCA	A/R	HCA	HCA	A/R	HCA
Interface with HQ on Workforce Restructuring Actions	A/R	HCA	A/R	HCA	HCA	A/R	HCA
EMCBC CHRM Policy Development and Implementation	A/R	HCA	A/R	HCA	HCA	A/R	HCA
Advise and Assistance to Cos on CHRM Issues	A/R	HCA	A/R	HCA	HCA	A/R	HCA
Compensation Review and Approval	A/R	HCA	A/R	HCA	HCA	A/R	HCA
Pension Plan Negotiation/Approval	A/R	HCA	A/R	HCA	HCA	A/R	HCA
FINANCE							
Budget Development	X	X	X	X	X	X	X
Budget Planning	A/R	A/R	X	X	A/R	A/R	X
Budget Execution	X	X	X	X	X	A/R	X
Financial Accounting	X	X	A/R	X	X	A/R	X
Internal Review	X	X	A/R	X	X	A/R	X

X = Primary Responsibility/Authority
A/R = As Requested
HCA = HCA Delegate to CBC

	Brookhaven National Laboratory (BNL)	Grand Junction MOAB	Inhalation Toxicology Laboratory (ITL)	Separation Process Research Unit (SPRU)	ETEC	SLAC	West Valley Demonstration Project (WVDP)
EEO/DIVERSITY							
EEO Complaints	X	X	A/R	X	A/R	A/R	X
Employee Concerns Program	X	X	A/R	X	A/R	A/R	A/R
EEO Counseling	X	X	A/R	X	A/R	A/R	X
EEO/Diversity Training	X	X	A/R	X	A/R	A/R	X
EEO/Diversity Contractor Oversight	X	X	A/R	X	A/R	A/R	X
EEO Post Award Reviews	X	X	A/R	X	A/R	A/R	X
Education/Community Outreach	X	X	A/R	X	A/R	A/R	X
Small Business Initiatives	X	X	A/R	X	A/R	A/R	X
Annual EEO/Diversity Reports	X	X	A/R	X	A/R	A/R	X
SEPM Administration	X	X	A/R	X	A/R	A/R	X
Secretary Diversity Initiatives	X	X	A/R	X	A/R	A/R	X
EEO/Diversity HQ Support	X	X	A/R	X	A/R	A/R	X
Hispanic Outreach Initiative	X	X	A/R	X	A/R	A/R	X
Student Intern Programs	X	X	A/R	X	A/R	A/R	X
LOGISTICS							
Emergency Management	A/R	A/R	A/R	A/R	A/R	A/R	A/R
LM Interface	A/R	A/R	A/R	A/R	A/R	A/R	A/R
Personal Property	A/R	A/R	A/R	A/R	A/R	A/R	A/R
Real Property	A/R	A/R	A/R	A/R	A/R	A/R	A/R
Records Management	A/R	A/R	A/R	A/R	A/R	A/R	A/R
Security	A/R	A/R	A/R	A/R	A/R	A/R	A/R
Transportation	A/R	A/R	A/R	A/R	A/R	A/R	A/R
HUMAN RESOURCES							
Workforce Planning	A/R	A/R	A/R	A/R	A/R	A/R	A/R
Organization Realignment	X	X	X	X	X	X	X
Position Management & Classification	X	X	X	X	X	X	X
Recruitment & Placement	X	X	X	X	X	X	X
HR Systems Admin (e.g. CHRIS)	X	X	X	X	X	X	X
Personnel Action Processing & Reporting	X	X	X	X	X	X	X
Awards & Recognition Policy & Processing	X	X	X	X	X	X	X
Benefits Administration	X	X	X	X	X	X	X
Buyout/Early Out Administration	X	X	X	X	X	X	X
Employee & Labor Relations	X	X	X	X	X	X	X
Leave/Tour of Duty	X	X	X	X	X	X	X
Performance Management	X	X	X	X	X	X	X
Workers' Compensation	X	X	X	X	X	X	X

X = Primary Responsibility/Authority
 A/R = As Requested
 HCA = HCA Delegate to CBC

	Brookhaven National Laboratory (BNL)	Grand Junction MOAB	Inhalation Toxicology Laboratory (ITL)	Separation Process Research Unit (SPRU)	ETEC	SLAC	West Valley Demonstration Project (WVDP)
LEGAL							
EEO/CPA	A/R	A/R	A/R	X	X	A/R	X
FOIA/Privacy Act	A/R	X	A/R	X	X	A/R	X
Litigation Management	A/R	X	A/R	X	X	A/R	X
Procurement Law	A/R	X	A/R	X	X	A/R	X
Environmental Management	A/R	X	A/R	X	X	A/R	X
EEOC Law	A/R	X	A/R	X	X	A/R	X
Personnel Law	A/R	X	A/R	X	X	A/R	X
General Law	A/R	X	A/R	X	X	A/R	X
Real Property Law	A/R	X	A/R	X	X	A/R	X
Ethics Laws	A/R	X	A/R	X	X	A/R	X
TECHNICAL SERVICES							
Mission Driven Closure Site Projects	A/R	A/R	A/R	A/R	A/R	A/R	A/R
Project Management Support	A/R	A/R	A/R	A/R	A/R	A/R	A/R
Facility Representative support	A/R	A/R	A/R	A/R	A/R	A/R	A/R
Safety management oversight	A/R	A/R	A/R	A/R	A/R	A/R	A/R
Technical support	A/R	A/R	A/R	A/R	A/R	A/R	A/R
Safety Management Oversight and Analysis to DOE-EM	A/R	A/R	A/R	A/R	A/R	A/R	A/R
IM							
Strategic Planning	A/R	A/R	A/R	A/R	A/R	A/R	A/R
Budgeting	A/R	A/R	A/R	A/R	A/R	A/R	A/R
Purchasing	A/R	A/R	A/R	A/R	A/R	A/R	A/R
Network Administration	A/R	A/R	A/R	A/R	A/R	A/R	A/R
Helpdesk support	A/R	A/R	A/R	A/R	A/R	A/R	A/R
Web design	A/R	A/R	A/R	A/R	A/R	A/R	A/R
Application development	A/R	A/R	A/R	A/R	A/R	A/R	A/R
Technical Assistance	A/R	A/R	A/R	A/R	A/R	A/R	A/R
Backup and alternate server hosting	A/R	A/R	A/R	A/R	A/R	A/R	A/R
PUBLIC AFFAIRS							
Press Release Support	A/R	A/R	A/R	A/R	A/R	A/R	A/R
Intergovernmental Support	A/R	A/R	A/R	A/R	A/R	A/R	A/R

NOTES:

OH includes the Ohio Field Office, Fernald Closure Project, Columbus Closure Project, Ashtabula Closure Project, Mound Closure Project
PPPO includes Lexington, Portsmouth and Paducah

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